



## PERSONNEL POLICIES AND PROCEDURES

Subject: STEP PLACEMENT

Effective: 6/30/88

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### I. POLICY STATEMENT

It is the intent of the City to establish a sound and consistent step placement policy in order to equitably compensate all employees for the duties they perform.

### II. PROCEDURE

#### A. Salary Schedule

All City employees are paid in accordance with the salary ranges designated in the Salary Resolution and adopted by the City Council.

#### B. New Employee/New Employee-Prior Service

A newly hired or prior-service employee shall be placed on step 1 of the salary range established for the position. (See "C" for non-career employees).

To hire an employee at other than step 1, a department is required to complete the "Request for Exception to Step Placement Policy" form found at the end of this Section. As indicated on the form, a department should review the résumé/application of a potential employee, recognizing that approval will be based on individual qualifications, salary history, market availability, and the salaries of employees already in the classification. The completed form is then forwarded to the Department of Human Resources and Affirmative Action for review. The Department of Human Resources and Affirmative Action will indicate either approval or disapproval of the request and then return the form to the originating department. Departments are advised not to commit to other than the first step without first receiving authorization.

Certain positions listed in the Salary Resolution allow placement at other than step 1. These positions are indicated by double asterisks (\*\*) and do not require completion of a "Request for Exception to Step Placement Policy" form.

#### C. New Non-Career Employee/Non-Career Employee Prior Service

A newly hired non-career employee shall be hired at step 1 of the applicable salary range. A non-career employee with prior service equivalent to six months

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of full-time service (1044 hours), who is reinstated to a classification similar to the one in which time was accrued, may be hired at step 2 of the applicable salary range.

No "Request for Exception to Step Placement" form is required. Should a department wish to reinstate a non-career employee at other than step 2, a "Request for Exception to Step Placement Policy" form must be used.

D. Step Increases

1. Full-Time Employee - A full-time employee, who is hired or promoted to a position at step 1 of the appropriate salary range, shall be automatically advanced to step 2 after six months of paid employment with the City. Thereafter, the employee will advance successively to steps 3, 4, and 5 after one year of paid employment at the preceding step.

An employee, who is hired or promoted to step 2, 3, or 4, shall automatically advance to the next step after one year of paid employment with the City. Advancement through the remaining steps shall be in accordance with D-1.

2. Part-Time Employee - A part-time employee, regardless of the type of position assigned, shall advance to the appropriate step in accordance with the following:

Step 1 to step 2	Completion of 1,044 hours at step 1
Step 2 to step 3	Completion of 2,088 hours at step 2
Step 3 to step 4	Completion of 2,088 hours at step 3
Step 4 to step 5	Completion of 2,088 hours at step 4

3. Lifeguards - An employee in the classification of lifeguard shall advance to the appropriate step in accordance with the following:

Step 1 to step 2	Completion of 600 hours at step 1
Step 2 to step 3	Completion of 1,200 hours at step 2
Step 3 to step 4	Completion of 1,200 hours at step 3
Step 4 to step 5	Completion of 1,200 hours at step 4

A lifeguard who has attained certification as an Emergency Medical Technician (EMT) shall advance to the next higher step with no loss of hours previously earned toward a step increase. A lifeguard who fails to recertify shall be reduced to the nearest lower step with no loss of hours previously earned toward a step increase.

4. Hourly (H-Rate) Positions - An employee in a position that is compensated at an H-

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rate may advance to the next established H-rate for the position in accordance with established departmental criteria that has been approved by the Department of Human Resources and Affirmative Action.

## E. Deviations to Step Increases

1. A deviation to advancement in step may occur through a resolution approved by City Council, which advances an employee to another step. Such requests to the City Council are discouraged and will only be made when a department can demonstrate that such action is clearly in the best interest of the City.
2. A deviation to step advancement may occur to an employee in a Y-rated position. Y-rating generally occurs when an employee is in a temporary or permanent position determined to be at a lower hourly pay rate than the employee's current hourly rate. In such cases, the employee's hourly pay rate may be frozen until the top step of the position is equal to or exceeds the employee's y-rate.

## F. Promotions

1. Definition - A permanent employee is considered "promoted" when reclassified, appointed, or upgraded to a position for which a higher pay rate is established by resolution. A classification change with no increase in pay rate is not a promotion. All promotions shall be effective on a Saturday date only.

A non-career employee is not considered "promoted" when appointed to a permanent position. The rule for promotion does not apply. The employee is considered to be newly hired. The employee is placed at the step closest to his/her existing pay rate, but in no event at a lower rate. Placement will be with no loss of hours previously earned toward a step increase.

An employee transferred in lieu of layoff is not considered "promoted". The employee is placed at the step closest to his/her existing pay rate.

2. Minimum Salary Increase - An employee shall receive a minimum one-step increase for a promotion not to exceed step 5 of the assigned salary range, whether to a new classification or to a higher grade level in a current classification.
3. Employee Within Three Months of Next Step Increase - An employee being promoted and within three months of the next regularly scheduled step increase shall be given credit for the step increase plus the one-step increase for the promotion. The employee would then receive a minimum salary increase of two steps, not to exceed step 5 of the assigned salary range.
4. Maximum Salary Increase - With the exception of a promotion to step 1, the maximum

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increase for a promotion is approximately one and one-half steps, not to exceed step 5 of the assigned salary range. If an employee is within three months of a step increase, the maximum increase for a promotion is approximately two and one-half steps not to exceed step 5. This occurs when either the one or two-step increase does not coincide with any of the steps of the newly assigned salary range.

## G. Exceptions to Promotion Policy

When a higher pay rate is established as part of a general salary or negotiated increase, or as a result of a classification study or salary survey, advancement to the new salary range is made with no change in step placement or anniversary date.

Unusual circumstances or peculiar departmental operating requirements will occasionally require a deviation from the standard policy. Any salary increase as a result of a promotion that is not in accordance with the stated criteria must be approved in advance by the Department of Human Resources and Affirmative Action, which shall make the final determination of the appropriate step placement.

## I. Establishment of an Anniversary Date

1. Definition - An anniversary date is defined as the date upon which an employee's advancement to the next salary step shall become effective.
2. New Employee - The anniversary date for a new full-time employee will be established in accordance with the following:

<u>Hiring Step</u>	<u>Anniversary Date for Step Increase</u>
Step 1	6 months from date of hire
Steps 2, 3, or 4	12 months from date of hire

Anniversary dates are adjusted for all unpaid full workdays.

3. Part-Time Employee - An employee who receives a step increase on the basis of the number of qualifying hours will receive the increase effective the day following completion of the required hours. For example, an employee who reaches 2,088 hours on June 10 will be eligible to receive the next step increase on June 11.
4. Part-Time to Full-Time - When an employee is changed from a part-time position to a full-time position, the number of hours credited toward the next step increase will be converted to a new anniversary date.
5. Lifeguards - A lifeguard who receives a step increase on the basis of the number of qualifying hours will receive the increase effective the day following completion of the required hours. For example, an employee who reaches 1,200 hours on June 10 will be eligible to receive the next step increase on June 11.

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6. Adjustments for Unpaid Absences - Occasionally an employee will be absent without pay, on Authorized Leave, Departmental Leave, Temporary Disability Leave, Extended Leave of Absence, Unauthorized Leave, or Suspension. In these instances, the anniversary date will be adjusted for each full workday of unpaid absence.

No adjustments will be made for unpaid Military Leave.

**H. Skill Pay**

When an employee is promoted to a position with skill pay, the skill pay is not included as part of the one-step minimum salary increase. In other words, skill pay is in addition to the increase received as a result of the promotion.

When transferring from a position with skill pay to a position with no skill pay, the skill is included when determining step placement. In determining step placement when both positions have a different skill pay, include the skill pay in the former classification, and treat the new skill pay as being in addition to the increase received as a result of the promotion.

When transferring from a position with skill pay to a position with the same skill pay (i.e. ICBO Specialty Certification, EMT), do not include the skill pay in the former position to determine step placement. Treat the new skill pay as being in addition to the increase received as a result of the promotion.

**I. Reclassification**

An employee who, through reclassification, is transferred to a position, for which a higher pay rate is established, is considered “promoted”. When this occurs, the rules for promotion (F) apply.

**J. Demotions**

An employee is considered “demoted” when reclassified, appointed, or downgraded to a position for which a lower pay rate is established by resolution. The employee shall be placed at the nearest lower step with no loss of hours previously earned toward a step increase.

**K. Classification Consolidation**

When two or more classifications are consolidated, employees in the positions are transferred to the new salary range with no change in step placement.

**L. Seasonal and Temporary Positions**

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In some instances, permanent employees are temporarily promoted to seasonal or temporary positions. When the seasonal or temporary position is completed, the employees revert to their prior position. In many instances, employees are again promoted to the seasonal position the following year.

Step placement for a promotion to a seasonal or temporary position is made in the same manner as a promotion to a permanent position. Movement through the step plan for the temporary position occurs in the same manner as for a part-time employee under "D-2."

All hours accrued in a temporary or seasonal position will count toward attainment of the next step in the temporary or seasonal position. For example, an employee who had accrued a total of 2,000 hours at step 4 by working in prior seasons will advance to step 5 in the current season after working 88 hours.

When employees revert back to their permanent position, the anniversary date is adjusted forward to reflect the hours retained in the temporary or seasonal position.

Under some circumstances, and on a case-by-case basis, the hours accrued in a temporary or seasonal position may be applied to the employee's permanent position. This requires prior approval from the Department of Human Resources and Affirmative Action.

**M. Rehabilitation and Training and Development**

Employees may be temporarily assigned to perform duties not ordinarily attached to their position for the purpose of rehabilitation or training and development. (See Section 63 (3), or 63 (5) of the Civil Service Rules and Regulations.). They will be compensated at the salary rate fixed and prescribed for the position involving the duties which temporary assignment has been made. Placement shall be at the step most closely approximating the pay rate immediately prior to the temporary assignment.

Should the employee be permanently transferred to the new classification, hours accrued in the temporary assignment will be transferred to the new classification.

**N. Step Placement for Reversions**

Occasionally an employee will be downgraded, reduced to a lower classification, or request transfer to a classification of prior status. The following principles apply to these types of situations:

1. Probationary Reversion - When employees fail probation and revert to the classification in which they formerly held status, they will be returned to the position at the same step held prior to the promotion.

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A new anniversary date will be established based on the number of months the employee had previously worked in that step. For example, if the employee had worked three months at step 3 in a classification, the anniversary date for the next step (step 4) will be nine months from the date the employee reverts to the former classification. Time in the classification which the employee failed probation does not count as time toward a step increase for the classification to which the employee is reverting.

2. Voluntary Reversion - On occasion, employees will voluntarily revert to a classification in which they held prior status or to a lower grade level. In these instances, the Department of Human Resources and Affirmative Action shall be contacted for step placement, which shall be based on:
  - (a) Seniority in the current classification or grade
  - (b) The step the employee was on when promoted
3. Involuntary Reversion - An employee may be reduced to another classification or to a lower grade level as a result of demotion or layoff. In these instances, employees will be placed on the appropriate step that is closest to their existing pay rate, but in no event at a higher rate. All deviations must be approved in advance by the Department of Human Resources and Affirmative Action.
4. Reversion from a Seasonal or Temporary Position - When employees revert from a temporary or seasonal position to a classification of prior status, they will be returned to the same step held prior to the promotion. Hours worked in the seasonal or temporary position do not count for movement through the step plan in the position to which reverting. A new anniversary date will be established in accordance with the criteria established under probationary reversion.

On a case-by-case basis, hours worked in a temporary promotional position may be credited to the grade level or classification of prior status. In such instances, prior approval must be obtained from the Department of Human Resources and Affirmative Action.

5. Establishment of Anniversary Date - With the exception of probationary and seasonal reversions, the anniversary date for an employee reduced to step 1 will be six months from the effective date of the transaction and one year for steps 2 through 4. Movement through the step plan will be in accordance with F-2.

These procedures cannot cover every conceivable situation that might occur throughout the City. Accordingly, the Department of Human Resources and Affirmative Action should be contacted concerning any problems or questions in the interpretation of the

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City's salary step-placement procedure.

**III. REFERENCES**

Salary Resolution: Section 4- Automatic Step Increase; Section 6- Step Increases - Lifeguards; and  
Section 13 - Rehabilitation/Training

**IV. APPENDICES/FORMS**

Exception to Step Placement Policy Form (3-93)